



Finance and Reporting

Carsten P Welsch

INFN-LNF

University of Liverpool

The Cockcroft Institute



UK Research
and Innovation

Budget Overview

EuPRAXIA Doctoral Network

A Marie Skłodowska-Curie Doctoral Network
Finance Plan as per Project Proposal



	# Fellows	Fellow-months	Living allowance	Mobility Allowance	Family Allowance	Research, training and networking costs (1/3 to be retained by INFN for central events)	Management and overheads (1/2 to be retained by INFN for coordination)	Total
INFN	2	72	238,435.20 €	43,200.00 €	35,640.00 €	268,800.00 €	259,200.00 €	845,275.20 €
CNR-INO	1	36	119,217.60 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	218,637.60 €
IP-ASCR	2	72	193,636.80 €	43,200.00 €	35,640.00 €	76,800.00 €	43,200.00 €	392,476.80 €
IST	1	36	103,183.20 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	202,603.20 €
I-TECH	1	36	101,959.20 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	201,379.20 €
University of Pecs	1	36	88,128.00 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	187,548.00 €
ULUND	1	36	153,489.60 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	252,909.60 €
CIVIDEC	1	36	130,111.20 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	229,531.20 €
Total								2,530,360.80 €

Not shown: ULIV – will make identical contributions to central costs and receive transfer from INFN for its activities.

Cost Categories

Costs for Recruited Researchers:

- Living Allowance
- Mobility allowance
- Family allowance

Institutional Costs:

- Research, Training and Network costs
- Management and Indirect costs

Researcher Costs

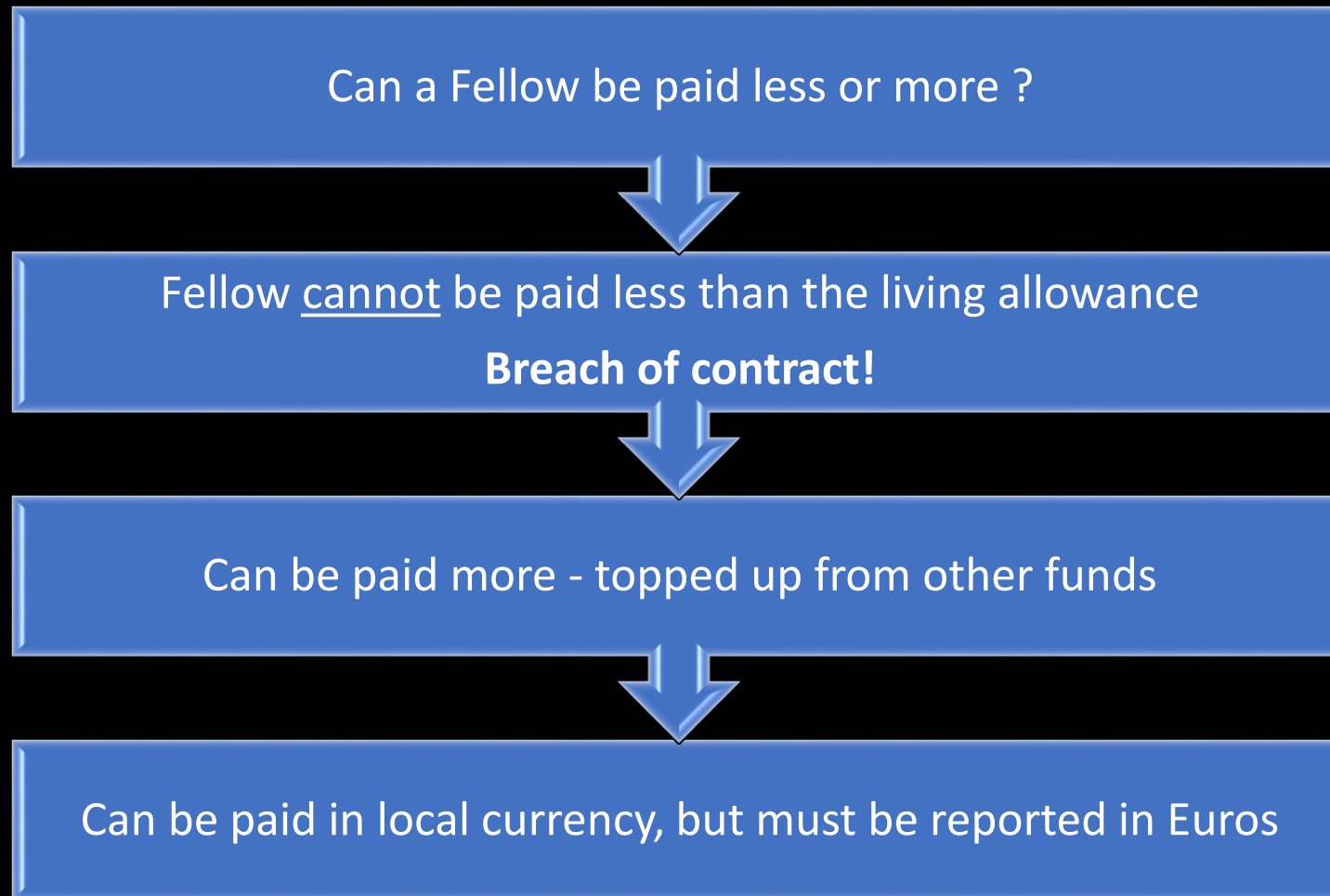
Living Allowance = 3,400 € per month

Fellow must have employment contract

This is the Fellow salary before any deductions

Contributions of both employers and employees to social insurance, pension, tax and other voluntary deductions

Living Allowance



Mobility Allowance

Mobility Allowance = 600 € per month



Household, relocation and **personal** travel expenses



This is usually paid as part of the salary and is taxable



This Allowance covers private cost of the researchers, not professional costs, e.g. secondments which are covered by 'Research Training and Networking costs

Family Allowance

*Family allowance = 660 € per month



Payable if researcher status at the time of recruitment is equivalent status to a marriage



*Family means persons linked to the researcher by marriage or relationship equivalent to a marriage recognised by the legislation of the country where this relationship was formalised or dependent children who are being maintained by the researcher.

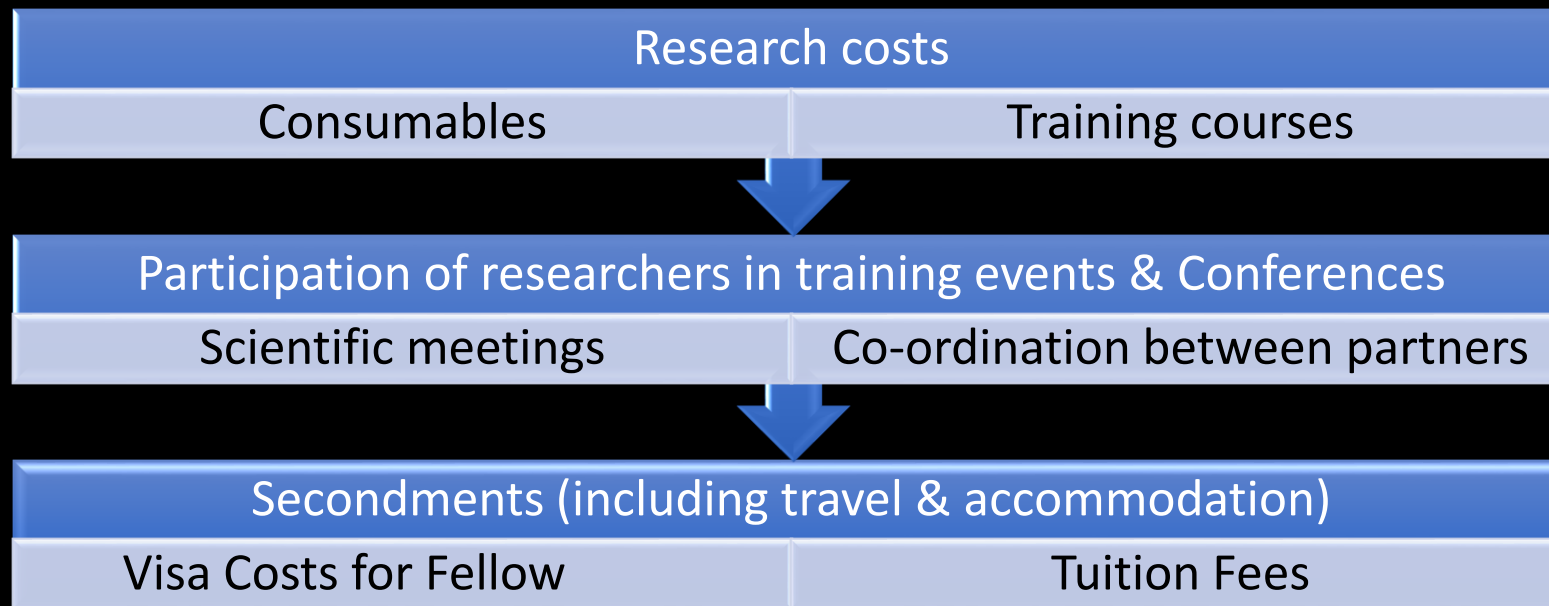
Institutional Costs

- Research, Training and Networking costs
- Management and Indirect costs

Note: The eligibility of the Institutional costs is linked to the eligibility of the costs for the recruited researcher. Your implemented person-months are the sole factor determining this budget!

Research, Training and Networking

Contribution to expenses related to, for example:



Allowable by the end of the project = total person-months implemented x 1,600 €

1/3 will be retained by Coordinator for central training events as per proposal and Grant Agreement.

Research, Training and Networking



- MSCA Fellows may NOT be requested to
 - pay tuition fees for their research training and / or
 - PhD degree programme from their own funds or
 - from the researcher unit cost

All costs (except travel, unless indicated differently) for our network-wide events will be covered centrally.

Management and Indirect Costs

How is this split between management and overheads?

- The Split between management and overheads is decided by the beneficiaries; please liaise with your administration.
- This needs to ensure a sufficient budget is allocated to implement the management tasks described in the Description of the Action.



50% is retained by Coordinator as per our proposal and GA/CA.

Partner Organizations



- The costs of Partner Organisations can be reimbursed by the beneficiaries.
- It is for the beneficiary(ies) and partner organisation(s) concerned to reach a mutual agreement on arrangements for reimbursement.

Example: Travel claim

PAYMENT REQUEST FORM

Please complete as much of this form as possible electronically and return the form including any original receipts to: Angie Reid, Department of Physics, University of Liverpool, L69 7ZE Liverpool, UK

PAYEE NAME	CONTACT NO		
FULL ADDRESS			
EMAIL ADDRESS			
TYPE OF PAYMENT <small>Please tick as appropriate</small>			
STUDENT	STUDENT NO:	NON-STAFF	<input checked="" type="checkbox"/> OTHER

NOTE – BANK ACCOUNT MUST BE IN THE NAME OF THE CLAIMANT

UK bank account to credit – for overseas bank accounts, please attach a separate sheet with full details			
Sort Code			
Account Number			
Name account is held in <small>e.g. your name</small>			



Reason for Expense Claim	EuPRAXIA-DN Kick-off meeting in Brussels, 15-17 January 2023
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POSTING DETAILS – state total amount claimed and attach separate list with all expenditure and original receipts				AMOUNT
ACCOUNT	COST CENTRE	COMMITMENT REF	DEPT 1	£/€
4011	PPR10422		WEL	
<small>VAT CODES S = STANDARD Z = ZERO M = MEDICAL</small> <small> L = LOWER RATE E = EXEMPT X = EU GOODS & NON UK SERVICES</small>				TOTAL

SUMMARY OF MILEAGE CLAIMED PER JOURNEY		
Date	Purpose of Journey and Destination <small>(PLEASE INCLUDE ADDRESS/POSTCODES)</small>	No. of Miles @ 45p/mile
Total miles claimed		
Total amount claimed £		

Total amount of claim	Currency Type	Total Amount
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DECLARATION BY CLAIMANT

I certify that:

- All expenses detailed on this form are claimed in accordance with the University's Financial Regulations and made within 6 months of incurring the expenditure.

And that, if mileage is being claimed:

- The vehicle, for which the mileage allowance is claimed, is covered for full third party insurance, for business use, including cover against risk or injury to, or death of, official passengers and damage to property with(insert Insurance Company). Business use is not automatically included in an insurance policy so it is advised to check this with your policy provider before entering their details
- The vehicle is maintained in a roadworthy condition.

I CONFIRM THAT ALL RECEIPTS HAVE BEEN ATTACHED AND THAT EXPENDITURE IS IN ACCORDANCE WITH THE UNIVERSITY'S REGULATIONS

We will process your data in line with the General Data Protection Regulations. For further information on our policies and privacy notices please visit our webpages at https://www.liverpool.ac.uk/legal/data_protection/

The University's Expenses Policy can be found at [Expenses Policy Expenses Policy- Policy centre - University of Liverpool](#)

Signature of Claimant	DATE <small>(DD/MM/YY)</small>			
Prof Dr Carsten P Welsch Signature	DATE <small>(DD/MM/YY)</small>			

DEPARTMENT OFFICE USE ONLY

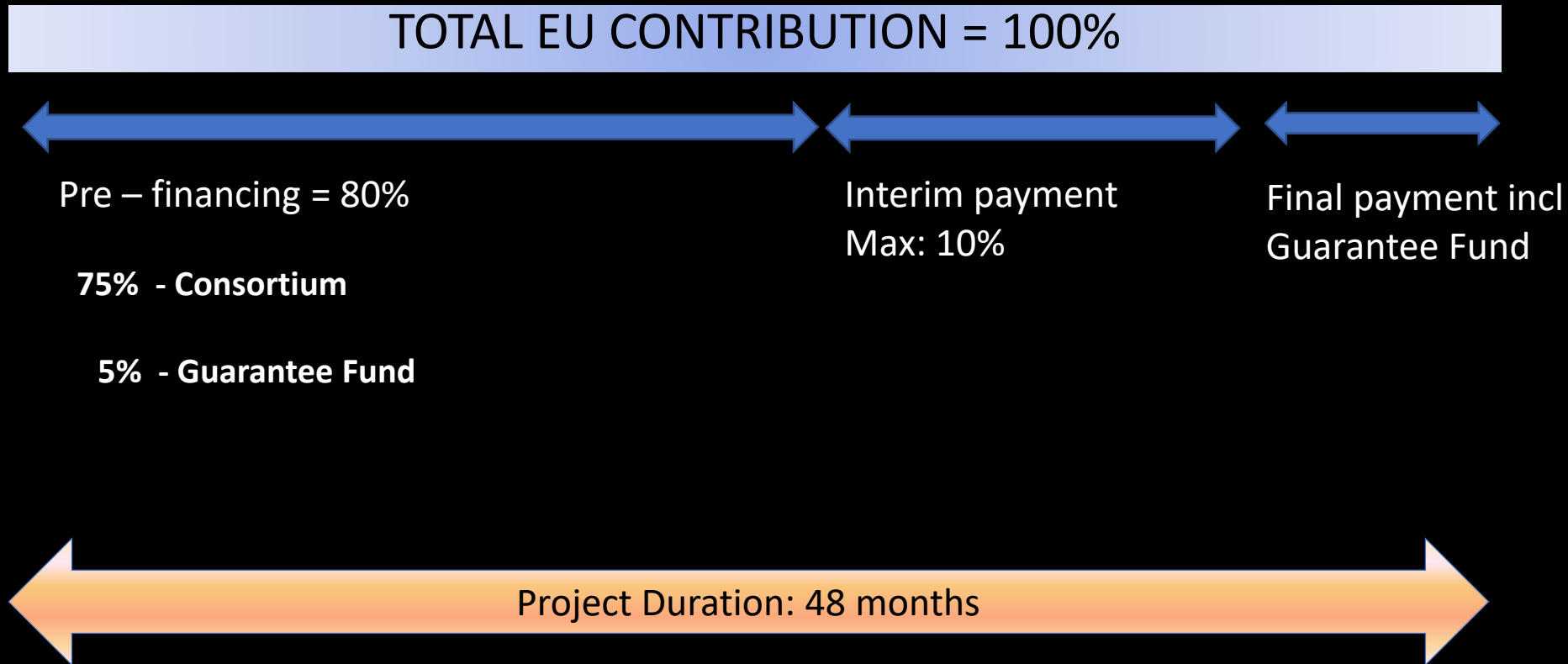
BUDGET CENTRE AUTHORIZATION <small>(MUST BE DIFFERENT FROM THE CLAIMANT AND A SIGNATORY FOR THE COST CENTRE(S) QUOTED ABOVE)</small>				
Will you be paying this claimant again <small>This will determine if the claimant is set up as a supplier or paid as a sundry one off supplier</small>	YES	NO		

NAME <small>(PRINT)</small>	SIGNATURE	
DOCUMENT REF <small>(UNIQUE)</small>	DATE	
DEPT CONTACT NAME	EXTENSION NO.	
DEPARTMENT		

Participant Guarantee Fund

- Set up to manage the financial risks of the Action and is managed by the European Investment Bank.
- No collective financial responsibility between project beneficiaries.
- 5% of the maximum Grant amount is retained from the pre-financing and paid into the Fund.
- The interest generated covers the risks incurred by the non-reimbursement of amounts due by the beneficiaries.
- The money paid into the Fund will be returned to the consortium at the end of the Action.

Financial Lifecycle



Pre-financing

EuPRAXIA Doctoral Network

A Marie Skłodowska-Curie Doctoral Network
Finance Plan as per Grant Agreement



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INFN	2	72	238,435.20 €	43,200.00 €	35,640.00 €	268,800.00 €	259,200.00 €	845,275.20 €	633,956.40 €
CNR-INO	1	36	119,217.60 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	218,637.60 €	163,978.20 €
IP-ASCR	2	72	193,636.80 €	43,200.00 €	35,640.00 €	76,800.00 €	43,200.00 €	392,476.80 €	294,357.60 €
IST	1	36	103,183.20 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	202,603.20 €	151,952.40 €
I-TECH	1	36	101,959.20 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	201,379.20 €	151,034.40 €
University of Pecs	1	36	88,128.00 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	187,548.00 €	140,661.00 €
ULUND	1	36	153,489.60 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	252,909.60 €	189,682.20 €
CIVIDEC	1	36	130,111.20 €	21,600.00 €	17,820.00 €	38,400.00 €	21,600.00 €	229,531.20 €	172,148.40 €
Total								2,530,360.80 €	1,897,770.60 €
EU Security Fund									126,518.04 €
Total Prefinancing								<i>80% of total</i>	2,024,288.64 €

These are the amounts you will receive NOW. Please provide this table and the total budget table to your administration.

Reporting

Continuous reporting – throughout entire network life cycle

- Researcher declaration
- Network wide training events
- Deliverables / Milestones
- Dissemination activity / Communication
- Periodic reports
- Publications
- Patents
- Questionnaires (for ESR - Evaluation and follow-up)

Reporting





Coordinator will put together these extensive reports with input from Fellows/supervisors/WP leaders.

Reporting - Timeline

- All deliverables defined in Grant Agreement, see Ricardo's talk.
- We will contact you 3 months before the submission deadline and need your final draft 1 month before the submission deadline.
- Several iterations likely – we will help you every step of the way to make this is smooth and not-too-onerous process.

Reporting - Template

 Doc. Identifier: DXXX
Date: XXX




Project Number: 101073480
Project Acronym: EuPRAXIA-DN
Project title: EuPRAXIA Doctoral Network

Deliverable Report
DX,X

Estimated Delivery Date: DD/MM/YYYY
Actual Delivery Date: DD/MM/YYYY

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 Doc. Identifier: DXXX
Date: XXX


EuPRAXIA-DN
DELIVERABLE: DX.X

Document identifier: EuPRAXIA-DN.XX
Due date of deliverable: DD/MM/YYYY
Report release date: DD/MM/YYYY
Work package: WPX
Lead beneficiary: XXX
Document status: XXX

Abstract
Text goes here.

Main report
Text goes here.

Grant Agreement 101073480 PUBLIC 2 / 3

 Doc. Identifier: DXXX
Date: XXX

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For more information on EuPRAXIA-DN please see www.eupraxia-dn.org

The EuPRAXIA Doctoral Network (EuPRAXIA-DN) has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement no. 101073480 and the UKRI guarantee funds.

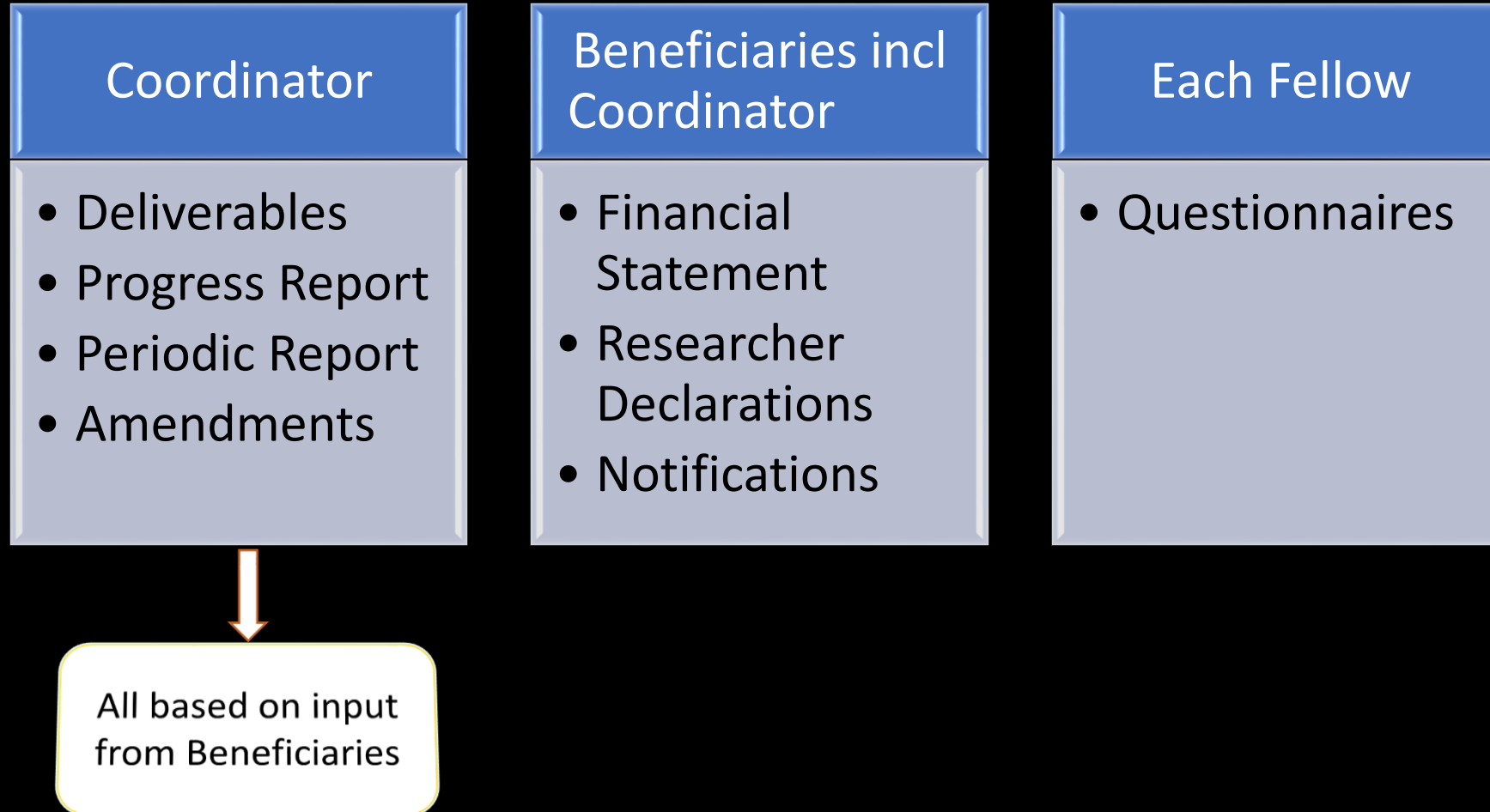
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Delivery Slip

	Name	Partner	Date
Authored by	A.N. Other	XXX	DD/MM/YYYY
Approved by WP Coordinator	A.N. Other	XXX	DD/MM/YYYY
Approved by INFN Project Manager	tbc	INFN	DD/MM/YYYY
Approved by Project coordinator	Prof Dr. Carsten P Welsch	INFN	DD/MM/YYYY

Grant Agreement 101073480 PUBLIC 3 / 3

Reporting – who submits what?



Summary

- **Consortium Agreement** can now be signed by all partners; deadline to return electronically and in paper form: end of January 2023.
- Pre-financing will be distributed as per our Grant Agreement this week
- Please use templates provided and engage with early deadlines – this will help all of us to implement the project smoothly.
- Any problem, any time – let the Project Manager and Coordinator know (early on)!



EuPRA~~X~~IA

Doctoral Network



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